
United States Attorneys' Office Management Seminar
February 5-8, 2002
Columbia, South Carolina

Agenda

Tuesday, February 5, 2002

8:30 - 9:00 A.m.	Opening Remarks
9:00 - 9:30 A.m.	Gdq Test
9:30 - 9:45 A.m.	Break
9:45 - 10:30 A.m.	Introduction to Executive Leadership And Strategic Management of USAOs
10:30 - 12:00 P.m.	Management Issues Panel - One
12:00 - 1:15 P.m.	Lunch
1:15 - 2:45 P.m.	Teambuilding
2:45 - 3:15 P.m.	Strategic Issues/setting Priorities
3:15 - 5:15 P.m.	Team Time

Wednesday, February 6, 2002

8:15 - 8:45 A.m.	Strategic Issues Feedback
8:45 - 12:00 P.m.	Motivating People
12:00 - 1:00 P.m.	Lunch
1:00 - 3:00 P.m.	Emotional Intelligence
3:00 - 3:30 P.m.	Setting Goals to Address Strategic Issues
3:30 - 5:30 P.m.	Team Time

Thursday, February 7, 2002

8:15 - 8:45 A.m.	Goals Feedback
8:45 - 9:15 A.m.	Setting District Objectives
9:15 - 11:00 A.m.	Team Time
11:00 - 11:30 A.m.	Objectives Feedback
11:30 - 12:45 P.m.	Lunch
12:45 - 2:15 P.m.	Management Issues Panel - Two
2:15 - 2:45 P.m.	Developing an Action Plan
2:45 - 4:45 P.m.	Team Time
4:45 - 5:15 P.m.	Action Plan Feedback

Friday, February 8, 2002

8:00 - 8:30 A.m.	Alcatraz
8:30 - 8:45 A.m.	Break
8:45 - 10:15 A.m.	Breakout Sessions 1) United States Attorneys Meet with Ears Director 2) Personnel Issues for Administrative Officers and First Assistant United States Attorneys 3) Alcatraz for Legal Supervisors
10:15 - 10:30 A.m.	Break
10:30 - 11:30 A.m.	Where to Go from Here
11:30 A.m.	Closing Remarks and Adjournment